



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

Canc: Nov 2017

MCICOMBul 1040
G-1

MAR 22 2017

MARINE CORPS INSTALLATIONS COMMAND BULLETIN 1040

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: MERITORIOUS CAREER DESIGNATION SUBMISSION AND BOARD PROCESS

Ref: (a) CMC WASHINGTON DC 091503Z Mar 17 (MARADMIN 119/17)

Encl: (1) Sample Nomination Package

1. Purpose. To publish guidance for the submission of meritorious career designation package.

2. Cancellation. MCICOMBul 1040 of 4 Nov 2016.

3. Background. Per the reference, the Commander, Marine Corps Installations Command (MCICOM) is authorized to nominate up to two officers who were not selected for career designation by the Headquarters Marine Corps semiannual Officer Retention Board for meritorious career designation. Following the release of the semi-annual board results, MCICOM will conduct an electronic board to select the most qualified candidate for career designation.

4. Action

a. Deputy Assistant Chief of Staff (AC/S) G-1, MCICOM. Not later than (NLT) 27 April 2017, convene an electronic board to select the most highly qualified candidates for meritorious career designation. The board will be comprised of the MCICOM directorates (Major or above) and MCCDC / Regional Command representatives which provide a nominee. In the event of a tie, the Deputy AC/S G-1 Chief of Staff will make the final recommendation. Once the votes are tallied, the Deputy AC/S G-1 will brief the Commander, MCICOM on the board results.

b. Commanding General, Marine Corps Combat Development Command (MCCDC) / and MCICOM Regional Commands

(1) Nominate up to two candidates to compete for this MCICOM semi-annual board. Negative response required.

(2) Ensure all nominees meet the requirements for competitive career designation as outlined in the reference.

(3) Provide one (1) Marine Officer (Major or above) to be board member if a nominee is submitted.

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(4) Ensure nominations are submitted to this Headquarters (Attention: MCICOM G-1) NLT 21 April 2017.

5. Administration and Logistics

a. Submit nominations via the chain of command using the format provided in the enclosure. Copies of all fitness reports and commendatory and derogatory material contained in the officer's official military personnel file are required. Packages submitted electronically must be transmitted via encrypted email to protect Personally Identifiable Information.

b. Each nomination is subject to Commandant of the Marine Corps approval and is due to Headquarters, U.S. Marine Corps (MMOA-3) no later than 8 May 2017.

c. The point of contact for this Bulletin is the MCICOM G-1 Operations Officer, Phillip Golinski, available at commercial (571) 256-7142 or Phillip.Golinski@usmc.mil.

6. Applicability. To eliminate the requirement to process a duplicate directive pertaining only to National Capital Region Commands, this bulletin is applicable to MCCDC. This Bulletin is not applicable to reserve officers.



C. D. JENNINGS
By direction

DISTRIBUTION: C

Copy to:
CG, MCCDC



SAMPLE NOMINATION PACKAGE

UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

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FIRST ENDORSEMENT on CG MCI () OR CO, Base 1040 ORG CODE of

From: Commander, Marine Corps Installations Command

To: Commandant of the Marine Corps (MMA-3)

Subj: NOMINATION FOR MERITORIOUS CAREER DESIGNATION IN THE
CASE OF RANK FNAME MI. LNAME ELECTRONIC DATA INTERCHANGE
PERSON IDENTIFIER (EDIPI)/0000 USMC

1. Forwarded, recommended with enthusiasm.

2. I personally interviewed RANK LNAME and find him to be a very strong leader and an excellent candidate for retention. Mature and focused, RANK LNAME is committed to his continued professional development. His career assignments have not afforded him the opportunity to fully demonstrate his potential. Through his hard work, he has earned consideration for meritorious career designation.

3. Point of contact for this command is Mr. I. M. Marine, MCIXXXX Adjutant, (XXX) XXX-XXXX.

I.M. NCHARGE

Copy to:
CO MCB CAMXXX
CO HQSPTBN
RANK LNAME

Enclosure (1)



SAMPLE NOMINATION PACKAGE

UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

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From: Commanding General, Marine Corps Combat Development
Command
Commanding General, Marine Corps Installations ()
To: Commandant of the Marine Corps (MMOA-3)
Via: Commander, Marine Corps Installations Command

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End: (1) Pages 3 and 11 (Certified True)
(2) MCTFS BIR/BTR (Certified True)
(3) Verification of 540-days observed fitness report time
(Officers can verify observed time by contacting CMC
MMSB)
(4) Current Official Photograph
(5) Fitness Reports (Certified True)
(6) Commendatory and Derogatory Material from Official
Military Personnel File

1. Per the references (a) and (b), Rank LName is eligible and
recommended with enthusiasm, confidence, or reservation (CG can
only nominate one Officer, so use this opportunity to rate your
nominees) for Meritorious Career Designation.

2. Enclosures (1) through (6) are submitted as required.

3. This paragraph is for the Commanding Officer's recommendation
as to the officer's qualification for meritorious career
designation. Commanding Officer's shall provide a concise
evaluation of the Officer's eligibility and highlight any other
pertinent factors.

4. This paragraph is for the point of contact's information.

I. M. NCHARGE

Enclosure (1)